HOW TO:
Submit a Transient Application

Follow the instructions below if you plan to take courses and earn credit at another Florida public institution.

PLEASE NOTE: You must verify the admissions process and requirements at your desired Transient Institution before submitting your transient application.

A. LOCATING THE APPLICATION

1. Go to the Florida Shines website at: **https://www.floridashines.org**

2. On the main page you will see the area called "**Succeed in College**" with a graduation cap icon.

   a. Hover over this icon and a drop down menu appears. Select "**Take a Course at Another School**"

3. Once you click the link, scroll down the page and click the "**Apply or Check Application Status Now**" button.

4. Select your home institution. (i.e. University of Central Florida.)

   a. Fill in your log-in information (your NID and NID password) and click "**Submit**"

5. Select the college of your MAJOR (i.e. College of Arts & Humanities).

   a. Select your major (i.e. Digital Media – Game Design) and click "**Next**"

B. FILLING OUT THE APPLICATION

1. Fill out the personal information section accurately.

2. Under the "**Schools**" section, select the institution where you plan to take the course.

If you would like to apply to more than one institution, you will need multiple transient application.

3. Select the "Term and Year in which you will be a transient student" (i.e. Fall 2017)

C. ADDING YOUR COURSES

1. The Prefix column is the letters of the course code (i.e. DIG, ARH, ENC, etc.)

2. The Number column is the numbers of the course code (i.e. 2000, 2050, 1102, etc.)

3. The Hours column refers to how many credits the course is (i.e. 3 credit hours)

4. The Course Title column is what the course is called (i.e. Introduction to Digital Media)

5. Select the "Use of the Course" for each course from the options in the last column (i.e. General Education, Major Requirements, or Electives.)

You must repeat this for all courses you wish to take at that institution

D. FINISHING THE APPLICATION

1. Write any comments you have in the "Student Comments" box.

2. Complete the Financial Aid section.

3. Read the "Student Acknowledgement" and click the pink arrow "Click to sign" so your name and the date and time appear.

4. Review for errors and click send one time. The application will be sent to the appropriate offices and you will receive an e-mail confirmation once the form is approved.

5. You can check the status of your application by logging into your application at any time (see section A) or by checking your email.

Upon approval, contact your host institution to complete the registration process for the courses you submitted.

*** YOU MUST SEND OFFICIAL TRANSCRIPTS TO UCF ONCE YOU HAVE EARNED A GRADE FOR THE COURSE***